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STATE OF LOUISIANA
DEPARTMENT OF CIVIL SERVICE
P.O. BOX 94111, CAPITOL STATION
BATON ROUGE, LOUISIANA 70804-9111

Attachment 1.2-C
Page 11

E9
PR
6/3/86

MEDICAL ASSISTANCE POLICY MANAGER

The examples of work given are intended only as illustrations of the various types of work performed in positions allocated to this job. The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related or a logical assignment of the position.

FUNCTION OF WORK: To plan, organize and administer a sub-program/system of the Medical Assistance Program.

LEVEL OF WORK: Manager.

SUPERVISION RECEIVED: Broad review from a Medical Assistance Program Assistant Manager.

SUPERVISION EXERCISED: Direct line over Medical Assistance Policy Supervisors and clerical staff.

LOCATION OF WORK: Department of Health and Human Resources; Office of Family Security; Medical Assistance Program; State Office.

JOB DISTINCTIONS: Differs from the Medical Assistance Policy Consultant series by the presence of responsibility for management of a Medical Assistance sub-program/system.

EXAMPLES OF WORK: Recommends changes and participates in the development and implementation of policies, procedures and revisions of the Title XIX manual, state plan and fiscal intermediary operations.

Monitors and evaluates program operation to assure compliance with federal and state regulations.

Evaluates and prepares written comments on federal regulations by determining impact upon present program functions; initiates changes to assure program compliance.

Compiles data and proposed budgets for sub-program, studies proposed legislation, determines programmatic impact and composes response for fiscal statements and fiscal notes.

Reviews quality control findings, participates in corrective action planning and initiates changes to reduce errors.

Monitors effectiveness of corrective actions and files annual corrective actions reports.

Contacts state employees and officials, general public, special interest groups, and state/federal delegations involving explanation and discussion of policies and procedures.

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STATE	LA
DATE REC'D	DEC 29 1989
DATE APP'D	JAN 26 1990
DATE EFF	OCT 1 1989
HCFA 179	89-39

Supersedes 78-7

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MEDICAL ASSISTANCE POLICY MANAGER (continued)

EXAMPLES OF WORK: (continued)

Develops and provides training for field staff.

Supervises subordinate professional and/or clerical staff including work planning, performance appraisal, interviewing, training, etc.

Makes recommendations on the appointment, promotion, discipline or dismissal of staff in accordance with the agency's rules.

MINIMUM QUALIFICATIONS: Two years professional experience at a supervisory level in social services.

STATE <u>LA</u>	A
DATE REC'D <u>DEC 29 1989</u>	
DATE APP'D <u>JAN 26 1990</u>	
DATE EFF <u>OCT 1 1989</u>	
HCFA 179 <u>89-39</u>	

Supersedes 78-7



107450

STATE OF LOUISIANA
DEPARTMENT OF CIVIL SERVICE
P.O. BOX 94111, CAPITOL STATION
BATON ROUGE, LOUISIANA 70804-9111

Attachment 1.2-C
Page 13

E9
PR
6/3/86

MEDICAL ASSISTANCE POLICY SUPERVISOR

The examples of work given are intended only as illustrations of the various types of work performed in positions allocated to this job. The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related or a logical assignment of the position.

FUNCTION OF WORK:

To clarify, interpret and synchronize Medical Assistance program documentation for policy and/or system implementation.

LEVEL OF WORK:

Supervisor.

SUPERVISION RECEIVED:

General from a Medical Assistance Policy Manager.

SUPERVISION EXERCISED:

Direct supervision over Medical Assistance Policy Consultants and clerical staff.

LOCATION OF WORK:

Department of Health and Human Resources; Office of Family Security; Medical Assistance Program; State Office

JOB DISTINCTIONS:

Differs from the Medical Assistance Policy Consultant 2 by the responsibility for supervision of subordinate staff.

Differs from the Medical Assistance Policy Manager by the lack of full responsibility for the management of a sub-program system.

EXAMPLES OF WORK:

May serve as assistant to the Medical Assistance Policy Manager.

Supervises subordinate professional and/or clerical staff including work planning, performance appraisal, training, etc.

Researches and prepares written responses to requests for program and/or system clarification.

Researches and analyzes federal regulations and prepares written recommendations for program/systems revision or refinement.

Reviews, analyzes and evaluates complex program and system reports to assure compliance with program regulations, cost effectiveness, contractual obligation, recommends changes in the program or in budget projections.

Reviews individual quality control findings indicating agreement or disagreement with quality control and parish office clearance by written compliance.

Participates in planning, developing, implementing and monitoring program/system policy.

STATE		LA	
DATE REC'D	DEC 29 1989	DATE APP'V'D	JAN 26 1990
DATE EFF	OCT 1 1989	HCFA 179	89-39

Supervisor 78-7

(over)

MEDICAL ASSISTANCE POLICY SUPERVISOR (continued)

EXAMPLES OF WORK: (continued)

Researches and analyzes provider billing practices via complex system reports and/or on-site visits, and recommends sanctions in accordance with state and federal regulations.

MINIMUM QUALIFICATIONS: Two years of professional experience working with medical assistance policies and procedures.

STATE	LA	A
DATE REC'D	DEC 29 1989	
DATE APPV'D	JAN 26 1990	
DATE EFF	OCT 1 1989	
HCFA 179	89-39	

Supersedes 78-7



107350

STATE OF LOUISIANA
DEPARTMENT OF CIVIL SERVICE
P.O. BOX 94111, CAPITOL STATION
BATON ROUGE, LOUISIANA 70804-9111

LS
PR
5/20/88

Attachment 1.2-C
Page 15

MEDICAL ASSISTANCE POLICY CONSULTANT

The examples of work given are intended only as illustrations of the various types of work performed in positions allocated to this job. The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related or a logical assignment of the position.

FUNCTION OF WORK:

To research, interpret and assist in development of policies and operational procedures in a specifically assigned area in Medical Assistance.

LEVEL OF WORK:

Journeyman.

SUPERVISION RECEIVED:

General from a Medical Assistance Policy Manager or Supervisor.

SUPERVISION EXERCISED:

None.

LOCATION OF WORK:

Department of Health and Human Resources; Office of Family Security; Medical Assistance Program; State Office.

JOB DISTINCTIONS:

Differs from the Medical Assistance Policy supervisor by the absence of supervisory duties.

EXAMPLES OF WORK:

Researches and responds in writing and/or verbally to requests for Medical Assistance policy clarification and interpretations.

Recommends and assists in the development of changes in Medical Assistance policy and procedures.

Researches and analyzes provider billing practices/problems of a complex nature and recommends program/system changes as necessary.

Analyzes and compiles data for various reports.

Prepares user requests to correct program/system problems or to implement changes.

Updates and monitors computerized reference files maintained by the fiscal intermediary and/or the agency.

Receives inquiries from general public, elected officials, federal and state employees regarding Medical Assistance eligibility and/or payment policy and procedure and prepares responses.

Assists agency contract physicians in medical/social decisions relating to receipt eligibility, purchase of durable medical equipment and medical necessity of services.

Resolves discrepancies between the SDX file (SDS recipient) and the eligibility file for the Medical Assistance Program and prepares appropriate corrections.

A	
STATE	LA
DATE REC'D	DEC 29 1989
DATE APP'D	JAN 26 1990
DATE EFF	OCT 1 1989
HCFA 114	89-39

Superseded 78-7

(over)

EXAMPLES OF WORK: (continued)

Reviews the SSI policy manual and the Title XIX regulations and resolves any differences to prepare accurate manual material used by local Eligibility Determinations Examiners.

MINIMUM QUALIFICATIONS: Three years of professional social service experience.

STATE	LA	A
DATE REC'D	DEC 29 1989	
DATE APP'D	JAN 26 1990	
DATE EFF	OCT 1 1989	
HCFA 179	89-39	

Supersedes 78-7



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STATE OF LOUISIANA
DEPARTMENT OF CIVIL SERVICE
P.O. BOX 94111, CAPITOL STATION
BATON ROUGE, LOUISIANA 70804-9111

Attachment 1.2-C
Page 17

D1
PR
6/3/86

FAMILY SECURITY PLANNING CONSULTANT

The examples of work given are intended only as illustrations of the various types of work performed in positions allocated to this job. The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related or a logical assignment of the position.

FUNCTION OF WORK:

To assist in the development and implementation of the planning and evaluation system of the Office of Family Security.

LEVEL OF WORK:

Journeyman.

SUPERVISION RECEIVED:

General from a Family Security Planning Supervisor.

SUPERVISION EXERCISED:

None.

LOCATION OF WORK:

Department of Health and Human Resources; Office of Family Security.

JOB DISTINCTIONS:

Differs from Family Security Planning Supervisor by the absence of supervisory responsibility.

EXAMPLES OF WORK:

Coordinates and reviews the development and issuance of policies and procedures in compliance with state and federal laws and regulations.

Reviews and interprets state and federal legislation for impact on agency programs, budget and personnel.

Prepares appropriate impact statements.

Assists operating units of the agency in the design, development and revision of forms and publications.

Disseminates policy change information to agency personnel by memoranda, bulletins and/or manual revisions.

Prepares and coordinates submission of policy changes to Louisiana Register for publication and adoption.

Prepares and maintains the state plan for agency programs assigned and assures that amendments are approved by proper authorities.

Participates in special assignments or task forces, as assigned.

MINIMUM QUALIFICATIONS:

Two years of professional level experience in social services or planning and program evaluation.

SUBSTITUTIONS:

A master's degree in the behavioral or social sciences will substitute for one year of the experience.

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STATE	LA
DATE REC'D	DEC 29 1989
DATE APP'D	JAN 26 1990
DATE EFF	OCT 1 1989
HCFA 179	89-39

Supersedes 78-7



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STATE OF LOUISIANA
DEPARTMENT OF CIVIL SERVICE
P.O. BOX 94111, CAPITOL STATION
BATON ROUGE, LOUISIANA 70804-9111

B3
OA
6/3/86

Attachment 1.2-C
Page 18

RATE DETERMINATION DIRECTOR

The examples of work given are intended only as illustrations of the various types of work performed in positions allocated to this job. The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related or a logical assignment of the position.

FUNCTION OF WORK: To administer the rate setting program for DHHR.

LEVEL OF WORK: Administrator.

SUPERVISION RECEIVED: Administrative direction from an executive.

SUPERVISION EXERCISED: Line over professional and support staff including Rate Determination Assistant Director.

LOCATION OF WORK: Department of Health and Human Resources, Office of Management and Finance.

JOB DISTINCTIONS: Differs from the Rate Determination Assistant Director by having overall administrative responsibility.

EXAMPLES OF WORK:

Directs, coordinates and administers the activities and functions of the system for rate setting for DHHR, which is a very complex, highly technical system involving various offices within the DHHR, a multitude of laws and regulations, over \$200 million expenditures, and over 300 providers of care.

Plans and executes policies and procedures in the rate setting system under authority of federal and state laws and regulations.

Serves as a member of the Rate Setting Policy Committee, the state coordinating body for the DHHR in rate setting.

Coordinates rate setting operations with review activities and monitoring activities done by the offices within DHHR.

Performs liaison functions with private provider groups, individual private providers, the state budget office, etc. for DHHR in regards to rate setting matters.

Recommends to the Secretary of DHHR and the Assistant Secretaries limits to be set overall rates for the Department based on analysis of programmatic and fiscal impact.

Directs and coordinates the Departmental response to appeals of rates by providers, including conferences with the Secretary of DHHR on troublesome situations.

Verifies computer programs used in preparation of final rates and reports on statewide rates.

A	
STATE	LA
DATE REC'D	DEC 29 1989
DATE APP'D	JAN 26 1990
DATE EFF	OCT 1 1989
HCEA 179	89-39

Supersedes 78-7

(over)

EXAMPLES OF WORK: (continued)

Drafts legislation pertaining to rate setting function; attends legislative committee meeting to testify regarding legislation.

Participates in conferences, conventions and training sessions; meets with executive personnel of facilities to discuss and resolve problems.

Confers with facility personnel (e.g., administrators, accountants) to advise and train with regard to policies, procedures, rules, and regulations, develops and directs workshops, seminars, conferences, and meetings to disseminate information and instruct facility personnel, program office personnel, Assistant Secretaries and other executives of DHHR.

Directs preparation of budget material for presentation to administrative officials and budget committees.

Analyzes the impact of federal, state and local legislation, advises agency officials, prepares position statements, and presents testimony at hearings. Selects staff and assigns staff, identifies staff development needs and assures that necessary training is obtained.

Selects staff and assigns staff, identifies staff development needs and assures that necessary training is obtained.

Maintains records, prepares reports and conducts correspondence relative to the rate setting system.

Conducts and directs studies and special projects pertaining to the rate setting system.

MINIMUM QUALIFICATIONS: Any of the following is qualifying:

1. Twelve semester hours in accounting plus five years professional level experience in accounting or auditing including three years in a supervisory capacity which included experience in Medicare/Medicaid cost reporting and regulations.

2. Eighteen semester hours in accounting plus four years of professional level experience in accounting or auditing including three years in supervisory capacity which included experience in Medicare/Medicaid cost reporting and regulations.

3. Twenty-four semester hours in accounting plus three years of professional level accounting or auditing experience in a supervisory capacity which included experience in Medicare/Medicaid cost reporting and regulations.

A	
STATE	LA
DATE REC'D	DEC 29 1989
DATE APVD	JAN 26 1990
DATE EFF	OCT 1 1989
HCA 179	89-39

Superseded 78-7

(over)

QUALIFICATION REQUIREMENTS: (continued)

Graduate training in accounting may be substituted for the general experience on the basis of thirty semester hours for one year of experience.

4. Possession of a Certified Public Accountant's license plus two years of professional level accounting or auditing experience in a supervisory capacity which included experience in Medicare/Medicaid cost reporting and regulations.

STATE	LA	A
DATE REC'D	DEC 29 1989	
DATE APPV'D	JAN 26 1990	
DATE EFF	OCT 1 1989	
HCFA 179	89-39	

Supersedes 78-7